



The University of Memphis is an Equal Opportunity/Affirmative Action University. It is committed to education of a non-racially identifiable student body.

Spring 2019 Career Fair Employer Guide

Get ready to recruit Tiger Talent!

This packet includes important information for the Spring 2019 All Majors Career Fair on Wednesday, March 20, 2019. To ensure successful participation in this year's event, please review the information in this packet thoroughly and contact Yolanda Dillard, 901-678-5634, ydillard@memphis.edu for questions or more information.

EVENT SCHEDULE AND LOCATION

Career Fair – March 20

Recruiter Check-In: 10:30 a.m. – 12:00 p.m.

Lunch: 11:00 a.m. – 12:00 p.m.

Career Fair: 12:00 p.m. – 4:00 p.m.

University Center Ballroom
499 University, Memphis, TN 38152

TIPS FOR RECRUITERS

- What's Your Why? Know your goal for attending the career fair and develop a strategy around that goal. For example, recruiting for immediate full-time or internship positions; sharing personal career experience and steps for success; or enhancing organization's image and brand.
- Students live in a colorful multimedia world. Design your exhibit to grab attention and get results but remember you are the focus!
- Be friendly, assertive and sincere. Remember that students may be nervous and reserved. Ask friendly, open-ended questions such as "Are you interested in a career in finance?" or "Can I tell you a little bit about our company?" This is especially useful for companies without strong brand recognition among students.
- Consider standing at your exhibit. Sitting in a chair behind your exhibit may not convey a sense of enthusiasm or welcoming atmosphere.
- Where possible, ensure the exhibit is staffed at all times. Student schedules vary and you don't want to miss out on great candidates!
- Please don't break down your exhibit early as some of the best and brightest may not be able to attend until the end simply due to class schedules.
- At the end of the career fair be sure to complete the evaluation. Your feedback is important to us!
- Follow up with Career Services to post jobs, schedule information tables, sessions or on-campus interview dates.

DIRECTIONS AND PARKING

University Center (UC) parking is located in the Parking Garage at 505 Zach H Curlin Street, Memphis, TN 38111.
[Click Here for Directions from Your Location](#) | [Click Here for Interactive Campus Map](#)

From the Airport:

1. Exit the airport towards I-240 East
2. Turn right for I-240 exit to Nashville
3. Take the Getwell North exit (exit 20B)
4. Follow Getwell north until it ends at Park
5. Turn right onto Park
6. Turn left onto Goodlett
7. Cross the railroad tracks to Central
8. Turn left on Central
9. Turn left on Zach H Curlin*

From the East on I-40:

1. Follow the Sam Cooper signs
2. Take the Highland St. exit and turn left onto Highland
3. Turn left on Central
4. Turn right on Zach H Curlin*

* Directions to the Parking Garage

1. From Zach H Curlin, turn right at the 2nd driveway past Desoto Avenue into the Parking Garage.
2. At the entry gate of the garage, push the button for a ticket.
3. Park on any floor of the garage.
4. Take the elevator to the 3rd floor to access the pedestrian walkway to the UC.
5. Once inside the UC, take the elevator or stairs to the ballroom on the third floor.
6. To exit the garage, scan the code on your complimentary parking pass provided by Career Services. **Do NOT insert your parking ticket.**

Note: A limited number of volunteers will be available to assist with load in on the third floor.

From the West on I-40/North on I-55:

1. Follow I-40 E signs
2. Take the Riverside Dr. exit and turn right onto Riverside Dr.
3. Turn left on Union Ave. (Union will change names to Walnut Grove)
4. Turn right on Highland
5. Turn left on Central
6. Turn right on Zach H Curlin*

From the South on I-55:

1. Take the I-240 E exit to Nashville
2. Take the Getwell North exit (exit 20B)
3. Follow Getwell north until it ends at Park
4. Turn right onto Park
5. Turn left onto Goodlett
6. Cross the railroad tracks to Central
7. Turn left on Central
8. Turn left on Zach H Curlin*



GENERAL INFORMATION

Check-In. Recruiter check-in begins at 10:30 am. The Career Fair begins at 12:00 p.m. We advise you to arrive early to park, check-in, setup, and grab a bite before students arrive. A limited number of volunteers will be available to assist with load-in on the third floor of the Parking Garage.

Please bring your business card to expedite check-in. Please ensure that all recruiters are pre-registered.

Recruiters, please be mindful that class hours for students vary. Many students who wish to attend the event may not be able to do so until later in the day. We ask that you not break down your exhibit before the conclusion of the career fair.

Employer Hospitality Room. Lunch will be available for registered attendees in the Bluff Room. Lunch will be served beginning at 11:00 a.m. Because of varying class hours, please stagger your lunch with your colleagues so your booth is not left unattended.

Shipping. Prior to the event, employers may ship exhibit materials. Contact Yolanda Dillard for more information.

Refunds /Cancellations / No Shows. A full refund will be honored if cancellation is made by March 6, 2019. Cancellations after this date are non-refundable. Additionally, no-shows are non-refundable/non-transferable. Please let us know immediately if you need to cancel. We appreciate your consideration.

Electricity. Electricity will be available. Please plan to bring additional extension cords and power strips as supply is limited.

Wireless Internet Access. Wireless Internet service is available throughout the Ballroom. SSID: um-guest

Copying. Self-service copiers are available at Tiger Copy & Graphics located at 210 Rawlins Service Court. Hours are 8:00 a.m. – 4:30 p.m. Cost per copy is \$.07/black & white and \$.35/color. Career Services cannot make copies.

Feedback. Your registration folder will include an evaluation. We encourage all registered attendees to complete the evaluation and return to the employer registration desk OR leave at your table upon departure. We value your feedback.

Prohibited Items. Please note that helium balloons, glitter, or open flames are NOT allowed in the University Center.

LODGING

There are several hotels near The University of Memphis including the Holiday Inn Memphis – University of Memphis conveniently located on campus.

[Holiday Inn Memphis - University of Memphis](#)

3700 Central Avenue
Memphis, TN 38111
(901) 678-8200

[DoubleTree by Hilton Hotel Memphis](#)

5069 Sanderlin Avenue
Memphis, TN 38117
(901) 767-6666

[Marriott Memphis East](#)

5795 Poplar Avenue
Memphis, TN 38119
(901) 682-0800

[Four Points by Sheraton Memphis East](#)

5877 Poplar Avenue
Memphis, TN 38117
(901) 767-6300

[Staybridge Suites Memphis Poplar Avenue East](#)

1070 Ridge Lake Blvd
Memphis, TN 38120
(901) 682-1722

[Embassy Suites by Hilton Memphis](#)

1022 S Shady Grove Road
Memphis, TN 38120
(901) 684-1777

[Hyatt Place Memphis/Primacy Parkway](#)

1220 Primacy Parkway
Memphis, TN 38119
(901) 680-9700

[Hampton Inn Memphis – Poplar](#)

5320 Poplar Avenue
Memphis, TN 38119
(901) 683-8500

[Homewood Suites by Hilton Memphis East](#)

5811 Poplar Avenue
Memphis, TN 38119
(901) 763-0500

[Hilton Memphis](#)

939 Ridge Lake Blvd
Memphis, TN 38120
(901) 684-6664

[Hampton Inn and Suites Memphis – Shady Grove](#)

962 S Shady Grove Road
Memphis, TN 38120
(901) 762-0056

[Courtyard Memphis East/Park Avenue](#)

6015 Park Ave
Memphis, TN 38119
(901) 761-0330

NEARBY RESTAURANTS

The Medallion Restaurant

3700 Central Avenue
901-678-1030

Brother Juniper's

3519 Walker Avenue
901-324-0144

Garibaldi's Pizza

3530 Walker Avenue
901-327-6111

RP Tracks

3547 Walker Avenue
901-327-1471

Ubee's

521 S Highland Street
901-323-0900

Char

431 S Highland Street
901-249-3533

Smoothie King

431 S Highland Street
901-779-2909

Newk's Eatery

431 S Highland Street
901-207-4421

Jason's Deli

3473 Poplar Avenue
901-324-3181

A-Tan

3445 Poplar Avenue
901-458-8877

Tennessee Taco Company

3295 Poplar Avenue
901-207-1960

El Porton

3448 Poplar Avenue
901-452-7330

Another Broken Egg

65 S Highland Street
901-623-7122

Panera Bread

4530 Poplar Avenue
901-767-3116

Rafferty's

4542 Poplar Avenue
901-374-0096

Old Venice Pizza Company

368 Perkins Extd
901-767-6872

One & Only BBQ

567 Perkins Extd
901-249-4227

**THANK YOU FOR REGISTERING FOR THE
SPRING 2019 CAREER FAIR!**

We look forward to welcoming you to campus!

**Questions?
Contact Yolanda Dillard
901-678-5634
ydillard@memphis.edu**

**HIRE
TIGER
TALENT**

***HARD WORK DISTINGUISHES US.
HIRING TIGER TALENT DISTINGUISHES YOU!
MEMPHIS.EDU/TIGERTALENT***